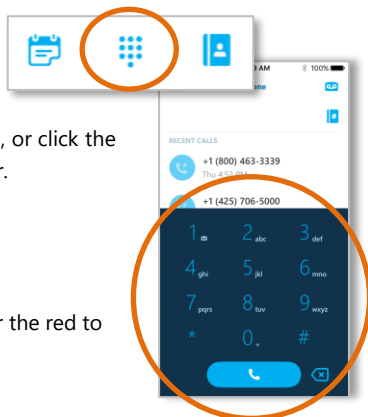


## Manage calls

### Make a call

1. Select a contact and click the phone icon, or click the dial pad icon to dial a direct phone number.



### Answer a call

1. Click the green button to answer a call or the red to ignore.

### Toggle between a call and a meeting

If you answer a Skype for Business call while you are in a meeting, the meeting audio will be placed on hold. To return to your meeting:

1. Click the back arrow in the upper left corner of the call screen. The meeting that is on hold will appear under **Recent**.
2. Click the meeting to view the call screen.
3. Resume meeting audio by clicking **Call on Hold** on the call screen.

### Check voicemail

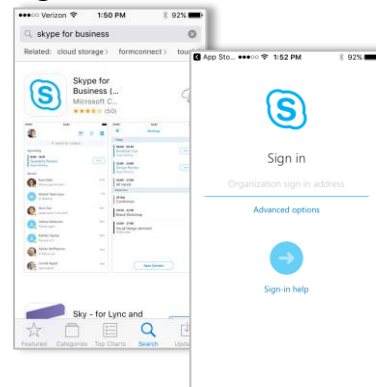
1. Click on the dial pad icon. 
2. Click the voicemail icon  to listen to your messages.

# Using your mobile device

## Get started

### Download the mobile app and sign in

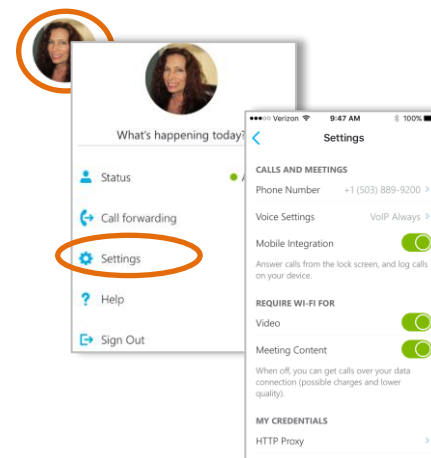
1. Download the Skype for Business app from the app store.
2. Open the Skype for Business app on your phone.
3. Enter your email address, click the blue arrow, enter your password, and click **Sign In**.  
TIP: Turn on **Save Password**.
4. Enter your work telephone number.
5. Click **Done**.



### Customize your settings

1. Open the app and click your photo in the upper left corner.
2. To set your app preferences, click **Settings**.
3. Toggle your preferred settings on/off. Note that some options use data or calling plan minutes.

TIP: You can also change your status, set a personal note, or set call forwarding from this section as well.

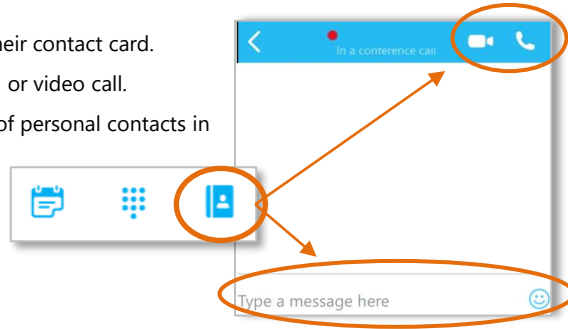


## Connect with your contacts

### Start a conversation

1. Click the phone book icon to access your contacts list or search by name.
2. Select a contact to view their contact card.
3. Click to start an IM, audio, or video call.

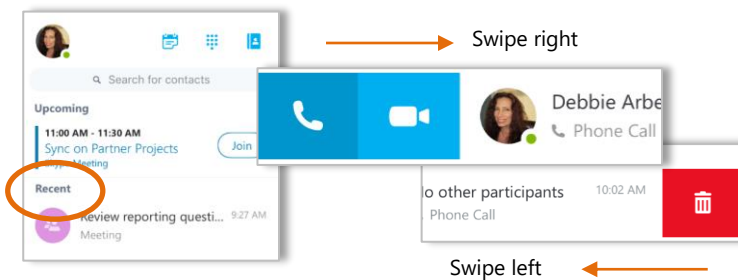
TIP: You can disable discovery of personal contacts in your phone settings.



### Manage conversations

View recent conversations on the main screen under **Recent**.

1. Swipe the conversation to the right to resume via call or IM.
2. Swipe the conversation to the left to delete.

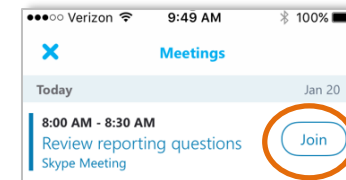


## Participate in a Skype for Business meeting

### Join a meeting

1. From the main screen, click the Meetings icon and click to join a meeting. Depending on your settings and Internet connection, you may or may not see sharing or meeting content..

TIP: If you are waiting in the Lobby, do not move to another app or your request to join the meeting will be cancelled. Once the organizer lets you into the meeting, you can navigate to other apps on your phone.



### Use in-meeting tools

During a meeting, you have several tools to optimize your meeting experience, including:

- Activate your webcam video.
- Mute/unmute and switch to speakerphone.
- Transfer to another device or place the call on hold.
- Participate in IM during a meeting.
- Add others to the meeting via **Add** or **Keypad**.
- Leave the meeting by clicking **End**.

